

CONFIDENTIAL

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PLACEMENT AND UTILIZATION DIVISION

Responsible for a comprehensive program of initial personnel selection and in-service assignment; participates in the development of over-all personnel policies, procedures, standards and regulations; assists and advises operating officials concerning personnel utilization and development, including assignment, rotation, evaluation and promotion; reviews and approves personnel actions in conformance with Agency policies and regulations; administers special Agency career development programs.

PLACEMENT BRANCH (DD/P AND COMMO)

Responsible for operating a comprehensive personnel selection and in-service placement and utilization program within the DD/P and Commo areas of the Agency; approves personnel actions in conformance with Agency policies and regulations.

PLACEMENT BRANCH (DD/I)

Responsible for operating a comprehensive personnel selection and in-service placement and utilization program within the DD/I area of the Agency; approves personnel actions in conformance with Agency policies and regulations.

PLACEMENT BRANCH (DD/A AND TRAINING)

Responsible for operating a comprehensive personnel selection and in-service placement and utilization program within the DD/A and Training areas of the Agency; approves personnel actions in conformance with Agency policies and regulations.

CLERICAL PLACEMENT BRANCH

Responsible for operating a comprehensive personnel and in-service placement and utilization program for clerical personnel within the Agency; approves personnel actions in conformance with Agency policies and regulations; operates a program for holding clerical type personnel pending their final clearance and demonstrated proficiency for subsequent assignment to operating components.

QUALIFICATIONS ANALYSIS BRANCH

Responsible for maintaining the requisition inventory, receiving all recruitment requests and distributing them to appropriate placement officers for necessary action; when outside recruitment becomes necessary, translates recruitment requests into requisition inventory cards for Personnel Procurement Division; codes applicant, consultant and employee qualifications and maintains qualifications registers for use in the placement program.

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